



Newfoundland and Labrador
PUBLIC SERVICE COMMISSION

ANNUAL REPORT
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1985-86

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**NEWFOUNDLAND
PUBLIC SERVICE
COMMISSION**

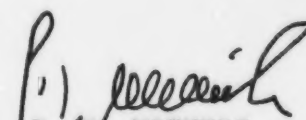
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Office of the Chairman

The Honourable Haig Young, M.H.A.
Minister of Public Works and Services
and Minister Responsible for the
Newfoundland Public Service Commission

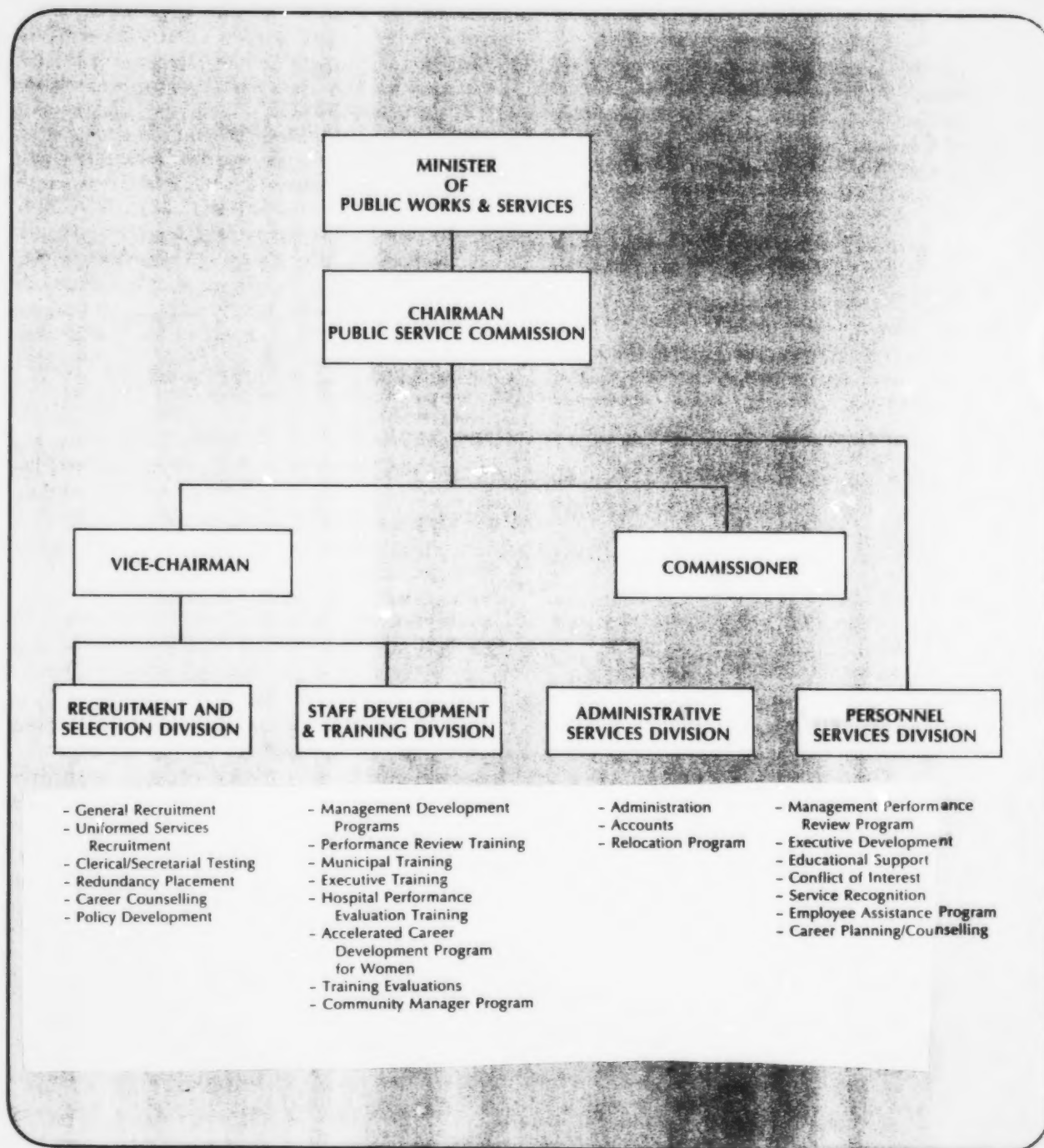
Pursuant to Section 18 of the Newfoundland Public Service Commission Act, I have the honour to submit to you the Annual Report of the Newfoundland Public Service Commission for the Fiscal Year ended March 31, 1986.

May I take this opportunity to acknowledge the assistance of my fellow Commissioners and the diligent work and dedication of our staff.


P. G. WITHERS
Chairman

May, 1987

Newfoundland Public Service Commission
Functional Organization Chart
March 31, 1986



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INTRODUCTION

The Commission which was established by statute in 1973 operates under the authority of the *Newfoundland Public Service Commission Act*. The Commission is responsible for two major personnel functions: Recruitment and Selection, and Staff Development and Training. As well, other human resource programs and services consistent with the intent and scope of the Act have been assigned to the Commission by Government including: the Executive Development Program, Administration of Conflict of Interest Policy for Public Employees, Personnel Planning Projects, Employee Assistance Program, Management Performance Review Program, Educational Support Program and the Employee Relocation Program.

The Commission is comprised of a Chairman, Vice-Chairman and a Commissioner and has a staff complement of 35. To carry out its work the Commission is structured in four Divisions: Recruitment and Selection, Staff Development and Training, Personnel Services, and the Administrative Services Division.

Through the Recruitment and Selection function the Commission works to ensure that appointments to or promotions within the Public Service are made on the basis of merit. Policies and procedures have been established to ensure that all applicants for positions in the Public Service are afforded fair and reasonable treatment during the selection process.

During FY 1985-86 a Review Committee was appointed to examine recruitment policies, procedures and practices in place at the Commission. The Committee has submitted its report which is currently being reviewed by the Commission.

Through the Staff Development and Training function the Commission acts as a support service to Departments and Agencies in human resource development.

In the Fiscal Year under review some major projects of the Division included the completion of extensive

management training associated with the Performance Review Program and the initiation of an Accelerated Management Development Program for Women as the first element of Government's Affirmative Action Program.

A significant priority of the Personnel Services Division was Executive Development. A second Channing Fellow was appointed at Memorial University and a number of new seminars were developed and introduced for the executive group. A Career Planning Unit was approved for establishment in the Division.

Another major element of the Commission's work in FY 1985-86 was the completion and submission to Government by the Task Force of its report on Affirmative Action. Subsequently, the Task Force was re-appointed to review employment equity for disabled persons in the Public Service.

The Commission was pleased to host a visit during the year by Mme. Hugette Labelle, Chairman, Public Service Commission of Canada.

HIGHLIGHTS

- Recruitment activities conducted for 909 positions during 1985-86.
- 2732 individuals applied for Uniformed Services positions in the Department of Justice.
- 3005 public servants participated in Commission-sponsored training and development activities.
- Chairman and Commissioner celebrated 35 years of public service.
- Full-time Employee Assistance Co-ordinator appointed.
- Second Channing Fellow appointed at Memorial University.
- 460 employees recognized for their public service.

RECRUITMENT AND SELECTION DIVISION

The Public Service Commission Act authorizes the Commission to conduct the recruitment of candidates for permanent positions for all Government Departments and designated Agencies. The Commission must ensure that such appointments and promotions within the Public Service are made on the basis of merit to ensure that the best qualified and most suitable candidates are selected for public service employment. The Commission is not responsible for the filling of temporary, part-time, and contractual positions or for those which are the responsibility of the Lieutenant Governor-in-Council. On occasion however, the Commission is requested to recruit these types of positions.

The Recruitment and Selection Division is responsible for the following activities:

- Staff Recruitment for Departments and Agencies
- Recruitment for the Uniformed Services
- Re-employment of Employees Affected by Redundancies or Work-Related Injuries
- Policy Development
- Career Information
- Specialized Recruitment

STAFF RECRUITMENT:

Departments and Agencies

Recruitment activities include the filling of vacancies by advertising vacant positions either within the Public Service or through public advertisements. Following an initial screening of all applicants' qualifications, the remaining candidates are impartially assessed through interviews. Once the Commission completes reference checks, it recommends for appointment up to three candidates in order of merit and from this list the Department selects the successful candidate(s). During FY 1985-86 the Commission recommended candidates for appointment to 909 positions. For a breakdown of these positions on a Departmental basis refer to Appendix A on page 19.

Clerical/Secretarial Recruitment

The Public Service Commission has developed and administers a range of skill tests for entry-level clerical and secretarial positions. As there is a high degree of interest in these positions from the general public, the Commission conducts testing on a regular basis during

the year. In addition, in May and June, testing sessions are conducted in the various Vocational Schools throughout the Province. Candidates who successfully complete the various tests are placed in an Applicant Inventory and are referred to Departments when clerical or secretarial positions become vacant.

Statistical information on this recruitment activity can be found in Appendix B on page 20.

Due to the high level of activity in this area the Commission intends, in the next Fiscal Year, to develop a computerized system of record keeping so as to increase the efficiency of placement of clerical and secretarial staff.

Recruitment for Uniformed Services

At the request of the Department of Justice the Commission conducts recruitment for all three Uniformed Services: St. John's Fire Department, Adult Corrections Division and the Royal Newfoundland Constabulary. In FY 1985-86 these recruitment activities required considerable involvement of staff resources. High public interest resulted in 903 applications being received for 20 positions in the Adult Corrections Division and 1,829 applications for 34 positions in the Royal Newfoundland Constabulary.

Uniformed Services	No. of Applicants	No Shows	Applicants Tested		Recommended For Training	
			M	F	M	F
Royal Newfoundland Constabulary	1829	459	1176	194	32	2
Adult Corrections Division	903	297	504	102	18	2

Candidates were assessed by means of written tests, physical and medical examinations, personal interviews and extensive reference checking.

Re-employment of Employees affected by Redundancies or Injury-on-Duty

Order-in-Council 79-83 provides that under certain circumstances a position may be declared redundant by the Lieutenant-Governor in Council. Under this policy, the phaseout of a program or the realignment of job functions results in positions declared redundant.

In keeping with Government's objective to take maximum efforts to help employees affected by redundancy obtain other positions in the Public Service and to avoid

RECRUITMENT AND SELECTION DIVISION

premature loss of competent and qualified personnel, the Public Service Commission was assigned certain responsibilities in this area.

The Commission is involved on a continual and priority basis with Departments in order to minimize the effects of a declared redundancy. For example, the Commission has been actively involved over the past several years with the Department of Social Services in placing personnel at Exon House prior to their positions being declared officially redundant.

For those positions that are declared redundant, the Commission has established a Re-employment Priority List and may waive the competition process when suitable and qualified candidates are identified from this list.

During the Fiscal Year under review the Commission received notification of the redundancy of 13 positions as follows:

Department	Number
Petroleum Directorate	8
Forest Resources and Lands	2
Career Development and Advanced Studies	1
Public Works and Services	1
Social Services	1

To the date of this Report, seven of those employees affected by redundancy have been placed in other positions. Three others have either refused assistance, refused to be considered for a suitable position or failed to supply the requested application for employment. The remaining three have yet to be placed in alternate positions.

The Commission is also responsible for identifying alternate employment for employees who have suffered a work-related injury which prohibits them from returning to their regular duties. During FY 1985-86 the Personnel Administration Procedures were reviewed and revised to clarify the roles of the various Departments and Agencies responsible for injury-on-duty employees. The Commission will be increasing its efforts in this area in the next Fiscal Year.

Career Information

In light of its present staff complement, the Recruitment and Selection Division provides only limited job counselling services to public servants and members of

the general public. The Division does, however, promote public service employment through participation at Career Days and through information sessions provided to participants on a number of courses offered by the Department of Career Development and Advanced Studies. Since the date of this Annual Report, the Commission has engaged the services of a Career Development Officer whose primary responsibility will be to provide career planning and counselling to public servants.

Specialized Recruitment

Increasingly, Departments and Agencies are requesting the Public Service Commission to undertake on their behalf the recruitment of executive personnel. During the year the Commission was pleased to assist in the recruitment of seven executive positions.

The Commission was involved during the year in the internal promotions of personnel to Sergeant, Staff Sergeant and Lieutenant positions within the Royal Newfoundland Constabulary. A representative of the Commission actively participated on the Promotional Board which established rosters of qualified candidates.

Delegated Staffing Authority

The Newfoundland Public Service Commission Act provides that the Commission, at its discretion, may delegate its recruitment authority for specific positions to Departments and Agencies.

In accordance with this authority, 92 positions were filled by Departments and Agencies during FY 1985-86 as follows:

Department	Number of Positions
Career Development and Advanced Studies	11
Education	2
Health	13
Public Works and Services	4
Social Services	23
Transportation	39

The Commission is reviewing the continuing appropriateness and necessity of currently delegated staffing authorities. ■

STAFF DEVELOPMENT AND TRAINING DIVISION

The Staff Development and Training Division has as its mandate the provision of a full range of programs and services to foster the effective management and training of Government's human resources. In addressing this mandate, the Division offers programs and services for all levels of the Public Service including the executive, managerial, supervisory, administrative and support staff groups. The Division also has responsibility for a number of special programs including the Accelerated Career Development Program for Women, Municipal Training Program, the Community Manager Program and the Tuition Subsidization Program. The Division had significant involvement in the following areas and projects:

- Orientation Training for Performance Review Program
- Accelerated Career Development Program for Women
- Mineral Economics Course
- Public Health Nursing Project
- Presentation Skills Training for Department of Forest Resources and Lands
- Core Program

Orientation Training For Management Performance Review Program

The Commission's previous Annual Report referred to Government's commitment to a Performance Review Program for Management Personnel.

During the Fiscal Year under review, training in this Program was a major preoccupation of the Division. Approximately 30 courses involving 400 management personnel were conducted in this phase of the Program.

As further training needs associated with the Program are identified, the Division will be working closely with the Advisory Committee for the Program and the Personnel Services Division of the Commission to ensure that appropriate training follow-up is provided. For further information on the Management Performance Review Program refer to page 12.

The majority of managers have reacted positively to the orientation seminars as well as to the objectives of the program.

The Staff Development and Training Division is now reviewing its program offerings to ensure that it is pre-

pared to respond effectively to the individual development needs which are expected to be identified as the Performance Review Program is implemented in all Government departments.

Accelerated Career Development Program For Women

The 1984 Throne Speech announced Government's intention to introduce an Affirmative Action Program for female employees in the Newfoundland Public Service. An early feature of the Affirmative Action Program was an Accelerated Management Development Program for Women. In early January, 1985, the Human Rights Commission approved this Program which is intended to develop a selected group of female employees with demonstrated potential for advancement within Government. This approval is for a two year trial period. The Program has recently been more appropriately entitled the Accelerated Career Development Program for Women.

Following a stringent selection process, the Commission accepted 25 female employees on the Program with each Department and Agency permitted one representative.

This group of employees has, during this Fiscal Year, completed extensive career counselling sessions and has set career objectives with the assistance of the Program Co-ordinator. To meet these career objectives, candidates are now completing course work as well as three to four month developmental assignments. A full evaluation of this Program is planned for the coming Fiscal Year.

Mineral Economics Course

In recent years there has been an upsurge of interest in mineral exploration and development. To ensure that the Provincial Public Service is well-equipped to assess and evaluate mineral development projects, a two week Mineral Economics Course was organized in co-operation with the Canadian Institute of Metallurgy.

Twenty-four professional geologists, economists and industrial development officers attended this intensive educational experience. Top resource personnel from the mining sector and from the field of mineral economics across North America participated in this event. The Commission was pleased to have assisted in organizing this significant training event.

STAFF DEVELOPMENT AND TRAINING DIVISION

Public Health Nursing Project

During this past year the Commission was approached by the Department of Health to assist with the training of over 100 public health nurses. The training was required in order to assist the Department to update public health nurses particularly in the areas of community and adult education, program planning and performance appraisal. The first stage of this large project, which was a three day course in **Principles of Adult Education**, is now completed. The other components are slated for fall, 1986.

Effective Presentations Seminars for Department of Forest Resources and Lands

During the fall of 1985, the Department of Forest Resources and Lands requested the Commission to conduct a series of regional offerings of a three day course in **Effective Presentations**. The need for this training stemmed from the extensive public involvement of both field operations staff and headquarters staff in presentations to the general public on various Departmental programs and policies. The Commission responded to this request with three seminars conducted in Gander, St. John's, and Corner Brook. The response to date by the Department's staff has been very positive.

Core Program Re-Instituted

Following two years of intensive involvement in Performance Review Training, the Commission directed the Division to re-institute the Core Program of over 50 courses for all levels of the Public Service. This was intended to be in effect as of January, 1986 with special emphasis placed on offerings at regional centres throughout the Province. This level of activity, coupled with a significant number of Departmental training proposals in various stages of development, assures an active training period in FY 1986-87.

Municipal Training

Activity was quite brisk in all four elements of the Municipal Training Program in the past Fiscal Year. With the election of new Councils in all areas of the province the Orientation Program for new councillors was offered on four occasions with 133 councillors in attendance. This Program is a joint effort of the Department of Municipal Affairs and the Public Service Commission. Sessions are planned to continue in the new Fiscal Year.

Two additional course offerings involving 60 municipal administrators were conducted by Memorial University in the four year Certificate Program in Municipal Administration. As well, 193 administrators participated in eight seminars in regional centers of the province. Seminars were held in **Municipal Management**, **Election Procedures** and **Municipal Taxation and Collections**.

The final element of the Municipal Training Program is the Community Manager Program which is a joint Federal/Provincial project funded under the Subsidiary Agreement for Coastal Labrador. Sixteen incorporated communities from Coastal Labrador participated in the training offered through the Program. Three seminars involving 59 participants were held. Seminar topics included Municipal Taxation and Collections, and Fire Protection.

Statistical Summary

The level of participation in Commission training courses in FY 1985-86 remained at a similar level as FY 1984-85. In 1985-86, 3,005 persons attended 357 courses. This level of participation was due to continued heavy emphasis on training associated with the Performance Review Program. For further information on participation in Commission training, reference may be made to the Table in Appendix C on page 21. ■

PERSONNEL SERVICES DIVISION

The Personnel Services Division is responsible for the development, evaluation and administration of service-wide policies and programs in Human Resources Management related to such areas as:

- Performance Review for Management Personnel
- Executive Development
- Conflict of Interest
- Employee Assistance
- Service Recognition
- Educational Support

Management Performance Review Program

The Management Performance Review Program introduced by Government in December, 1983 is a results-oriented program. It provides a formal mechanism to review an employee's work performance through objective setting, periodic reviews and the completion of an Annual Review Report at the end of the review period.

The Program is intended to enhance Departmental planning, to improve communications among various management levels in Departments and to provide a mechanism through which employee training and development needs can be identified and met. It includes all Management Personnel in Government as well as Executive Personnel up to the Assistant Deputy Minister level.

Orientation seminars in the Management Performance Review Program which started in January, 1984 were completed in December, 1985. During that time 85 courses were offered and 1,125 executive and management personnel were oriented to the Program.

The implementation schedule of the Program is now in its second full year with a final performance review report to be completed on management employees by May 31 of each year.

The approval of the Program by Government included a provision that it be evaluated by the Public Service Commission on the advice of the Performance Review Advisory Committee. This Committee completed an evaluation of Phase I of the implementation in February, 1986. A survey questionnaire was sent to 350 executives and senior management personnel who completed the first cycle of the Program. The results are to be analyzed by Committee members who will prepare individual Departmental reports. An overall evaluation report is due to be forwarded to Cabinet during the next Fiscal Year.

Executive Development

During FY 1985-86 the Executive Development Committee sponsored seminars in **Stress Management** and the **Financial Responsibility of Senior Executives** for the executives of the Newfoundland Public Service. A new one day seminar, **The Executive and the Media**, was introduced and offered twice during the year. This seminar was designed to provide policy guidance and practical suggestions to senior executives who have periodic contact with the media. The seminar objectives were accomplished through a series of discussions on the role of the Senior Executive and the Media. Representatives of the local media were involved in discussions on their reporting philosophy and operating methods. The seminar also provided participants with an opportunity to experience on-camera interviews and receive personal feedback on their participation.

The Executive Development Committee sponsored an Assistant Deputy Minister on the three week Executive Program held at Queen's University, Kingston, Ontario in June, 1985.

In March, 1986 the first Channing Fellow, Mr. Gerard O'Reilly, completed his 12 month tenure at Memorial University of Newfoundland. During his tenure, Mr. O'Reilly, completed a research project entitled **Newfoundland Rural Development Approach: Its Implications For Developing Countries**. This report has been distributed to the various Government Departments and Agencies.

Mr. Ronald G. Penney, Deputy Minister of Justice, has been appointed the second Channing Fellow at Memorial University for the current Fiscal Year.

Conflict of Interest (Public Employees) Regulations

In February, 1983 Government introduced the Conflict of Interest (Public Employees) Regulations for all public service employees. These Regulations are intended to provide guidance to public employees to ensure there is no conflict between the duties of their positions and their private interests.

The Regulations require employees to disclose in writing to the Head of the Department/Agency any business, financial or property interest that actually or potentially conflicts with or is affected by actions taken or decisions made by employees in the course of their official duties.

PERSONNEL SERVICES DIVISION

The Regulations also set out measures Department Heads may take to correct a conflict of interest situation on the part of an employee. If the Department Head decides that there is a conflict of interest, there are a variety of options open to resolve the matter including:

- divestiture of the interests deemed to be causing the conflict;
- the cessation of external employment;
- internal transfer of the public employee; and
- disciplinary measures including suspension and/or dismissal.

Department Heads, however, are obliged to consult with the Public Service Commission before taking any remedial action.

Although the Public Service Commission has an overall responsibility to provide advisory services and to disseminate information relating to the Regulations in order to ensure uniform standards of administration, Department Heads have the responsibility for the administration of the Regulations in their respective Departments. During the year Department Heads continued to consult with the Commission regarding possible conflict of interest situations that arose and to which the Regulations applied.

Employee Assistance Program

The Employee Assistance Program is a joint program of the Provincial Government and its Unions/Associations. Its objective is to provide confidential help for employees in the Newfoundland Public Service who are experiencing personal problems that may interfere with work performance.

A voluntary program, the Employee Assistance Program permits employees to seek help from the Program Co-ordinator on their own initiative or, if work performance is affected, to be referred to the Co-ordinator by the supervisor. The Program functions primarily as an in-take and referral service that normally utilizes community-based helping agencies. It is founded on the assumption that personal well-being enhances morale and increases productivity in the workplace.

The Employee Assistance Program has been revised and improved several times since its inception in 1979. In November, 1984 a new agreement encompassing policy and procedures was signed by representatives of

Treasury Board, The Newfoundland Association of Public Employees, and the Newfoundland and Labrador Government Managers' Association.

During FY 1985-86 the Program was transferred from the Staff Development and Training Division to the Personnel Services Division and, in December, 1985 the first full time Employee Assistance Program Co-ordinator was hired. Early in 1986, a promotional plan was prepared in consultation with the Joint Employee Assistance Program (Labour-Management) Committee. The plan includes the publication of articles and advertisements in Government and in Union/Association newsletters, the preparation and distribution of cheque insert cards, brochures, posters and employee handouts, and the installation of a private, toll-free number for the convenience of distressed employees. It is also anticipated that promotional meetings will be held and that the number of two day Employee Assistance Program Training seminars will be increased.

The number of program participants has grown steadily since 1979. During FY 1985-86, 37 employees utilized the Program bringing the total to date to 132.

An evaluation of the Program in November, 1984 showed that 75 percent of participants were performing satisfactorily in the workplace since their participation in the Program.

It is anticipated that the number of employees who utilize the Employee Assistance Program will increase substantially in response to the promotional plan that was prepared during the present Fiscal Year and which will be implemented during FY 1986-1987.

Service Recognition Program

In 1980, a Service Recognition Program was introduced in the Public Service to recognize the service of public servants at significant points in their careers. These milestones of an employee's career are recognized by Government through the presentation of pins and certificates identifying either 20, 25 or 35 years of service. In the case of retirement, however, the occasion is noted through the presentation of a gift and a certificate.

In FY 1985-86 the service of 167 employees was recognized under the Program's retirement provisions. Listed in Appendix D on page 22 are the names of 21 employees who retired this year with 35 years of service and over.

PERSONNEL SERVICES DIVISION

Under the Long Service section of the Program, 293 public servants were presented with certificates and pins as follows:

20 years' service — 170

25 years' service — 98

35 years' service — 25

The Commission has undertaken a review of this Program and will be recommending changes during 1987.

During the year the Chairman, Mr. P. Withers, and the Commissioner, Mr. D. Whitten, were honored by the Minister of Public Works and Services, the Honourable Haig Young, and Commission Staff on the occasion of their Thirty-Fifth Year of public service.

Educational Support Program

In order to develop its own Human Resources and to decrease the necessity of out-of-Province recruitment, Government authorized the Commission in 1981 to use its Educational Support Program combined with a recruitment component as a means of achieving these aims.

This program uses a Human Resources Planning approach to staff "hard-to-fill" positions in the Public Service and to support employees pursuing training or studies to meet the requirements of priority programs in their Departments and Agencies.

The focus of the program in FY 1985-86 continued to be "hard-to-fill" positions with educational support proposals being developed so that personnel currently employed in the Public Service could be trained for these positions. Public Servants who receive educational support are required to sign a return to service agreement for three times the period of educational leave.

Five educational support proposals were approved during the Fiscal Year as follows:

Department	Course of Study	Location
Education	Ph.D. in Curriculum (Reading) and Learning Development	University of Arizona
Labour	Diploma in Industrial Health	University of Toronto
Nfld. Public Libraries Board	Master's of Library Science	Dalhousie University
Social Services	Complete course work and Practicum for Master's Degree in Social Work	Memorial University
Health	Program in Health Promotion	University of Toronto

During the next Fiscal Year the Commission plans to evaluate the Educational Support Program to ensure that it is continuing to meet the needs of Government.

Interchange Canada

Interchange Canada is a program of the Government of Canada designed to promote, plan and administer exchange assignments between the Public Service of Canada and other sectors of the Canadian economy. This includes the private sector, other levels of Government (Municipal and Provincial), Crown Corporations, Academic Institutions and non-profit or voluntary organizations.

During FY 1985-86 the Commission co-ordinated with the Public Service Commission of Canada two assignments under this Program:

Dr. David Barnes, Director of Environmental Assessment, Department of Environment, was assigned for two years as Atlantic Regional Director with the Federal Environmental Assessment Review Office, Environment Canada, Ottawa.

Mr. William Matthews, Manager, Public Pensions Research, Department of Finance, undertook a seven month assignment as Research and Analysis Officer with the Pension Reform Group, Treasury Board of Canada, Ottawa. ■

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division provides support services to the Commission, the Recruitment and Selection Division and the Personnel Services Division. It has primary responsibility for the registry as well as the purchasing and accounting activities of the Commission including Government's Relocation Program.

Relocation Program

The Public Service Commission is responsible for the administration of Government's Relocation Program which provides financial assistance for approved costs incurred by an employee in relocating from one location to another.

Employees are eligible to claim relocation expenses under the following circumstances:

- When transferred at the request of the Department.
- Upon promotion.
- On initial appointment to a permanent position within the Public Service an employee is eligible

for reimbursement of 75 percent of relocation expenses.

- If the employee's position becomes redundant and a suitable position is found with Government in another location within 12 months or within the time frame specified in the applicable Collective Agreement.
- Transfer or voluntary demotion to and from Labrador provided that the employee has not received payment for relocation expenses within the previous two years.

In FY 1985-86, 101 employees were relocated at a cost of \$510,695. A summary of these costs by relocation category is as follows:

Transfers	31	\$261,476
Promotions	21	\$112,353
Initial Appointments	49	\$136,866
	101	\$510,695 ■

STATISTICS

Appendix A

RECRUITMENT AND SELECTION DIVISION

Number of Competitions, Applicants, Interviews and
Positions for Fiscal Year 1985-86

DEPARTMENT/AGENCY	NUMBER OF COMPETITIONS	NUMBER OF APPLICANTS	NUMBER OF INTERVIEWS	NUMBER OF POSITIONS
Alcohol & Drug Dependency Commission	13	173	42	14
Auditor General	14	53	11	21
Bay St. George Community College	2	23	17	2
Cabinet Secretariat	3	116	31	5
Career Development and Advanced Studies	24	238	85	26
Consumer Affairs and Communications	20	241	92	17
Culture, Recreation and Youth	31	554	173	37
Development and Tourism	26	628	228	30
Education	18	299	105	23
Environment	20	241	59	18
Finance	34	306	162	50
Fisheries	17	301	85	19
Fisheries Loan Board	4	19	11	2
Fishing Industry Advisory Board	1	30	12	1
Forest Resources and Lands	24	241	90	24
Health	68	661	206	67
Intergovernmental Affairs Secretariat	6	66	24	6
Justice	60	475	163	56
• Adult Corrections Division	1	903	171	20
• Royal Newfoundland Constabulary	1	1,829	196	35
• St. John's Fire Department				5*
Labour	18	165	61	14
Mines and Energy	23	335	65	21
Municipal Affairs	14	111	63	17
Newfoundland Liquor Licensing Board	4	50	10	4
Newfoundland Medical Care Commission	24	282	24	26
Newfoundland Public Libraries Board	11	49	24	13
Petroleum Directorate	7	8	4	4
Public Service Commission	19	217	87	17
Public Works and Services	41	603	213	54
Rural, Agricultural and Northern Development	46	365	123	41
Social Services	113	1,283	378	136
Transportation	67	601	205	75
Treasury Board Secretariat	11	107	65	9
TOTAL	785	11,663	3,285	909

*Appointed from list of eligible candidates

Appendix B

RECRUITMENT AND SELECTION DIVISION

**Tests Administered
Clerical/Secretarial Positions**

POSITION	TOTAL TESTS ADMINISTERED	NUMBER PASSED	NUMBER FAILED *
Clerical	902	391	511
Typing	598	339	259
Shorthand	235	105	130
Court Reporter	40	7	33
TOTALS	1775	842	933

* After 6 months candidates are eligible to re-write test.

**Positions Filled
Clerical/Secretarial Positions**

POSITION	NUMBER	PERMANENT	TEMPORARY
Clerical	57	42	15
Clerk Typist	99	79	20
Clerk Stenographer	79	58	21
Court Reporter	12	11	1
TOTALS	247	190	57

Appendix C

STAFF DEVELOPMENT AND TRAINING DIVISION

Number of Courses, Participants and Person Days of Training for Fiscal Year 1985-86 by Program Area

PROGRAM AREA	NUMBER OF COURSES	NUMBER OF PARTICIPANTS	NUMBER OF PERSON DAYS OF TRAINING
1. Executive Courses	14	121	99.5
2. Management & Supervisory Development Courses	47	659	1362
3. Accelerated Career Development Program	12	78	121.5
4. Administrative and Support Staff Courses	11	172	327
5. Computer Courses	48	290	352.5
6. Departmental Training	30	491	1174.5
7. Special Training	33	539	1056
8. Pre-Employment Training	4	78	4227
9. Part-time, Correspondence and Night Courses	102	90	N/A
10. Municipal Training	17	445	864.5
11. External Courses and Workshops	39	42	114
TOTAL	357	3005	9698.5

Appendix D

PERSONNEL SERVICES DIVISION

**Public Servants who Retired in Fiscal Year 1985-86
Thirty-Five Years Service and Over**

NAME	YEARS	DEPARTMENT
1. Dermott Fitzgibbon	45	Health
2. Stanley Walters	43	Health
3. Douglas Shano	42	Rural, Agricultural and Northern Development
4. Terrence J. Corbett	39	Justice
5. Patrick Oliver	38	Education
6. Frederick Stride	38	Health
7. Ralston S. King	37	Health
8. Marie Brennan	37	Public Works and Services
9. Alan Chislett	36	Bay St. George Community College
10. Raymond Beaufield	36	Education
11. Clyde Belbin	36	Transportation
12. Maxwell Head	35	Career Development and Advanced Studies
13. Ruth Kielley	35	Health
14. Stella Kane	35	Public Works and Services
15. Harry Mullins	35	Public Works and Services
16. Harry A. Decker	35	Social Services
17. Brendan L. Peddigrew	35	Social Services
18. Frederick M. Granter	35	Transportation
19. Albert Marshall	35	Transportation
20. Walter Payne	35	Transportation
21. Francis Young	35	Transportation